

Relevant Ordinances

Zoning Ordinance

The Zoning Ordinance establishes zoning districts, permitted uses, and development standards for properties within the jurisdiction of the City.

Subdivision Control Ordinance

The Subdivision Control Ordinance identifies the subdivision process and describes specific standards for infrastructure, both public and private, for all development within the jurisdiction of the City.

Stormwater Drainage & Sediment Control Ordinance

The Stormwater Drainage and Sediment Control Ordinance establishes the minimum standards for the planning design of drainage systems and stormwater management facilities for development within the jurisdiction of the City.

Bound, hard copies of the above Ordinances are available for purchase from the Planning Department.

Relevant sections of the Ordinances are available in hard copy from the Planning Department or electronically by e-mail and on the internet at:

www.greenwood.in.gov

Technical Review Committee Members

Planning Department

225 S. Emerson Ave., Suite C
(317) 881-8698
planning@greenwood.in.gov

Engineering Department

225 S. Emerson Ave., Suite A
(317) 887-5230
engineering@greenwood.in.gov

Greenwood Fire Department

155 East Main Street
(317) 882-2599
fire@greenwood.in.gov

White River Township

Fire Department

1086 S Runyon Road
(317) 888-8337
ebrown@wrtfd.org

Sanitation Department

367 S. Washington
(317) 888-1254
sanitation@greenwood.in.gov



City of Greenwood Planning Department

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Plan Submittal & Review Guidelines for Site Plans and Subdivision Plans



*An information guide for
Engineers, Developers, and
other Professionals*

Application Submittal

If you are reading this brochure, you are either planning to, or have just submitted an application to the City of Greenwood for a Primary Subdivision, a Secondary Subdivision, or a Site Development Plan. The purpose of this brochure is to familiarize applicants with Greenwood's process for plan review and approval after the application has been received.

Every application that is submitted will be assigned a permanent "docket number", such as **PC2003-999**. The first four digits represent the year the petition was filed and the last three digits represent the number of petitions filed thus far. This docket number is used to identify the project throughout the remainder of the planning process, as well as record keeping, and should be referenced with all future correspondence and plan submittal.

The Technical Review Committee

After the conclusion of the filing deadline, the Planning Department will generate the Technical Review Committee (TRC) agenda for plan review. Items are scheduled on the agenda in order of their docket number. This agenda is then e-mailed and/or faxed to all applicants and TRC Members. Next, the Planning Staff distributes the plans and copies of the files to all TRC Members.

Between the filing deadline and the scheduled TRC Meeting, Members will review the plans submitted. If time permits, Members may contact you prior to the TRC Meeting with their review comments or questions relevant to

the plans. However, Applicants should NOT submit revised plans until after their scheduled TRC Meeting when all comments are received.

At the TRC Meeting, applicants will receive the comments from all of the Members. These comments are compiled and itemized into a "TRC Report". This report is then faxed to the Applicant within a couple of days of the meeting and distributed to Plan Commission Members prior to their meeting. These comments are also entered into a master database in order for all TRC Members to track the status of the projects.

Submitting Revised Plans

Applicants may submit revised plans anytime AFTER the TRC Meeting. Note that it is not necessary to submit revisions prior to the Plan Commission Meeting as the Commission generally makes their decision subject to all of the TRC comments being addressed.

The submittal of revised plans should be in the following format:

- Always submit 5 complete sets of plans to the Planning Department. These plans need to be properly stapled and rolled. Unless other arrangements are made, individual sheets will not be accepted or distributed.
- Include a cover sheet that identifies the project by both name and docket number and gives a brief overview of the changes made from the last set of plans per the TRC Report.
- To avoid confusion, related plans should be rolled separately and should have separate cover letters.

The Planning Department will stamp the plans with the docket number and date and then distribute them to all of the TRC Members for further review. The cover letter that contains an overview of the changes made will expedite this review.

When TRC Members have concluded their review, they will contact you with their comments. Furthermore, each Member will enter their comments into the master database that tracks the review process. Applicants can contact the Planning Department at any time at (317) 881-8698 to check the overall status of the review.

When are Plans Approved?

Only Site Plans and Primary Subdivision Plans go before the Plan Commission for approval. Secondary Subdivision Plans are approved administratively by the Planning Department and the TRC.

Regardless of the approving body, none of the plans are officially considered "approved" until all TRC comments have been addressed on the plans.

It is the responsibility of the applicant to contact individual TRC Members to ensure that their comments have been addressed. Again, applicants can contact the Planning Department at any time to check the overall status of the review.

Once Site Plans and Secondary Subdivision Plans are determined to be final, the applicant can make application for a Land Alteration Permit to begin site work in preparation for infrastructure and improvements. See the Land Alteration Permit Application for a list of necessary submittal requirements.

